

**CONFIDENTIAL**FITNESS REPORTS, FORM 45  
(DEPARTMENTAL)

25X1A

FE/SS/PERS		BRANCH	C/SS OF	PROCEDURE
CONTROL	UNIT			
				<p>①</p> <p>A. RECEIVE MACHINE LIST FROM OP RE HEADQUARTERS PERSONNEL FOR WHOM FORM 45'S ARE DUE AS OF A SPECIFIED DATE.</p> <p>B. COMPLETE THE HEADING ON FIVE COPIES OF FORM 45 FOR EACH CASE AND FORWARD DIRECTLY TO THE BRANCH.</p> <p>C. HOLD THE MACHINE LIST FOR FOLLOW UP BY ADVISING RESPONSIBLE PERSONNEL OFFICER OF FORMS OUTSTANDING ONE WEEK BEFORE DUE DATE AND EACH WEEK THEREAFTER UNTIL FORMS ARE RECEIVED.</p> <p>②</p> <p>A. COMPLETE FORM 45 - RATING AND REVIEWING OFFICER EXCEPT, IF BRANCH CHIEF IS RATING OFFICER, D/C/FE IS REVIEWING OFFICER.</p> <p>B. DISCUSS WITH EMPLOYEE.</p> <p>C. DESTROY WORK COPY AND FORWARD 4 COPIES.</p> <p>③</p> <p>A. REVIEW FOR COMPLETENESS OF ITEMS AND SIGNATURES.</p> <p>B. FILE ONE COPY IN SOFT FOLDER.</p> <p>C. FORWARD FORMS FOR "S" CAREER SERVICE EMPLOYEES TO CHIEF/SS/FE AND "D" CS TO CHIEF/██████████ FOR REVIEW. 25X1A</p> <p>④</p> <p>REVIEW AND RETURN TO PERSONNEL BRANCH CONTROL.</p> <p>⑤</p> <p>A. CHECK OFF RECEIPT OF FORMS ON MACHINE LISTS WHICH CAN BE DESTROYED WHEN FORMS FOR ALL NAMES HAVE BEEN REVIEWED.</p> <p>B. FORWARD ORIGINAL AND TWO COPIES TO OFFICE OF CAREER SERVICE CONCERNED.</p> <p>⑥</p> <p>A. AS NOTIFIED BY CONTROL, FOLLOW UP WITH BRANCH ON FORMS DUE.</p> <p>B. PREPARE AND FORWARD TO THE BRANCH, FORMS 45 FOR INITIAL AND REASSIGNMENT REPORTS, AS SPECIFIED IN DIRECTIONS ON THE FORM.</p>

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